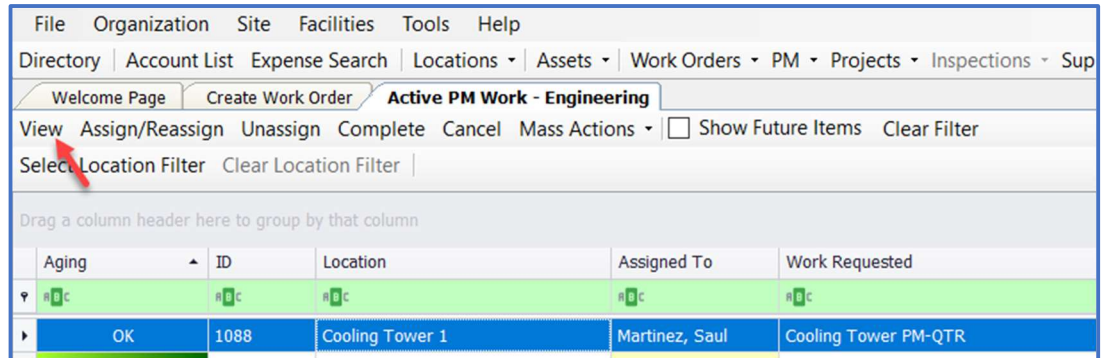
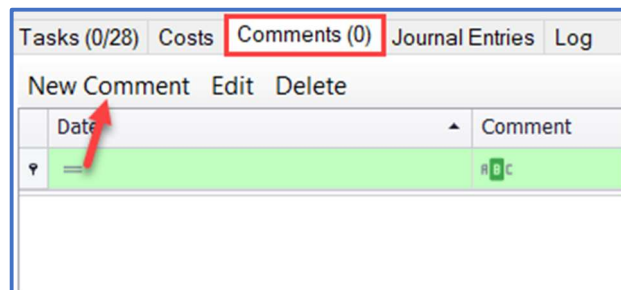


Adding a Photo to all Work Order Supertypes in the Desktop

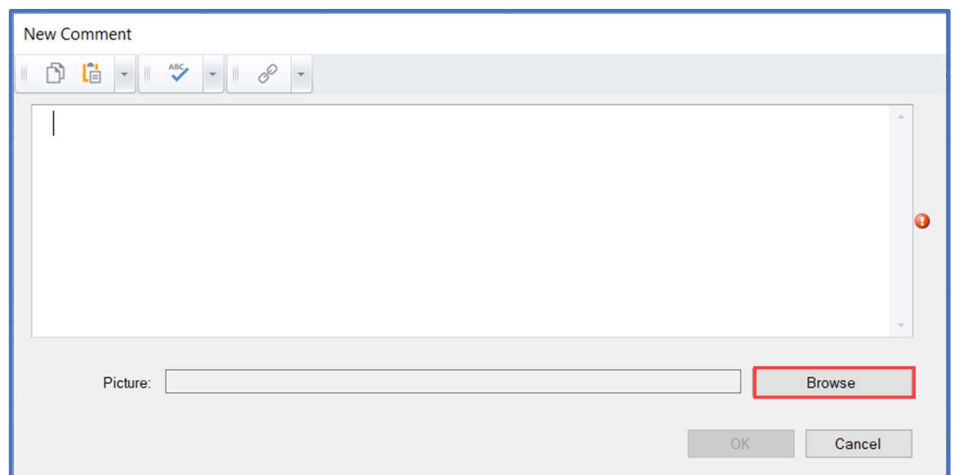
Step 1: Highlight the work order you would like to add to add a photo to and click **View**



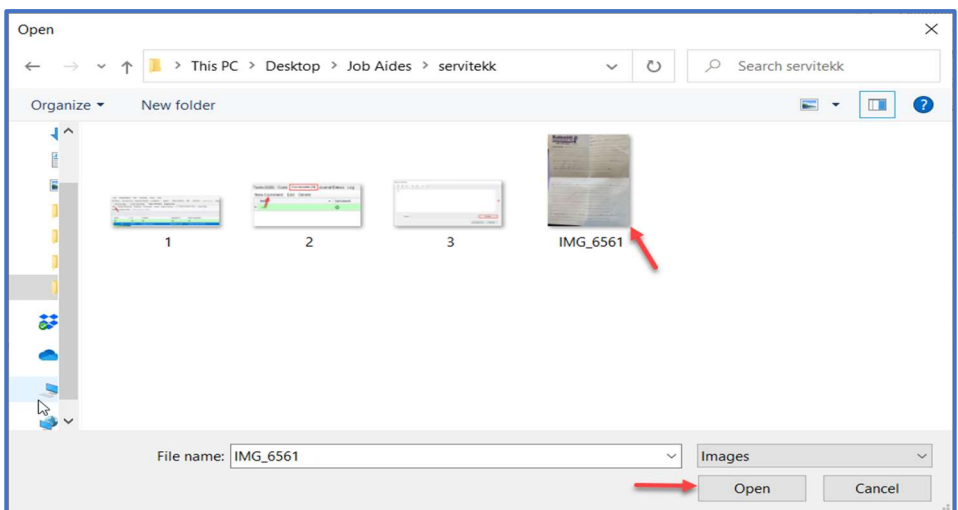
Click the Comments tab above the task list, then click 'New Comment'



Step 2: Make sure that the photo is saved to your computer. Click 'Browse' to locate the photo within your files.



Step 3: When the file window opens, select the desired photo and click 'Open'



Step 4: Once your photo has been added, you *must add a comment*. After photo and comment are attached, click 'OK.' The comment/photo will be date and time stamped and records the user who attached it to the work order.



You can add as many photos/jpg images to a work order as needed. Documents can't be added at this time but is in our development queue for future enhancement.

Tasks (0/20) Costs Comments (1) Journal Entries Log Notifications			
New Comment Edit Delete			
Date	Comment	By	Picture
6/14/2021 9:11 AM	Equipment Invoice	Lanier, Kayla	No image data
7/6/2021 7:14 AM	Broken Handle	Lanier, Kayla	



The easiest way to add a photo to a work order is using the **Comment** button on your mobile device!